Keyboarding Rubric

# Technique

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| 10 | 9 | 8 | 7 | 6 | 5 |
| Student sits in chair correctly using **proper leg and back posture.** **Wrists and hands** reach using the proper position. Uses the **home keys** and **correct finger movement**. You use touch key typing and never look at the keyboard. **Huge improvement**that shows in accuracy and speed. | Demonstrates the proper techniques and posture **most** of the time. Use touch key typing and **rarely looks** at the keyboard. Making **above average** improvements in accuracy and speed. | Demonstrates the proper techniques and posture **most** of the time. Use touch key typing and **sometimes looks** at the keyboard. Making **average** improvements in accuracy and speed. | Demonstrates the proper techniques and posture **some** of the time. You **sometimes** use touch key typing and **often look** at the keyboard. Making **some** improvements in accuracy and speed. | Demonstrates the proper techniques and posture **little** of the time. **Rarely** uses touch key typing and **most often is looking** at the keyboard. Making **small** improvements in accuracy and speed. | Demonstrates the proper techniques and posture **very little** of the time. **Rarely** uses touch key typing and **most often is looking** at the keyboard. Making **hardly any** improvements in accuracy and speed. |

## Work Ethic

|  |  |  |
| --- | --- | --- |
| 5  **Keyboarding Grades:**  Technique is 50%  Work Ethic is 25%  Accuracy is 15%  Speed is 10% | 4 | 3 |
| Does not cause problems! Immediately enters classroom and begins practicing. Works independently, | **90-97%** | **Less than 90%** |

## Speed

|  |  |  |
| --- | --- | --- |
| 2 | 1 | 0 |
| Adjusted Words A Minute (AWAM) 40+ | **AWAM 15 - 30** | **AWAM less than 15** |

## Accuracy

|  |  |  |
| --- | --- | --- |
| 3 | 2 | 1 |
| Few to no mistakes per minute of typing : 98-100% | **90-97%** | **Less than 90%** |